

Adler School of Professional Psychology

Grade Appeal Policy

Adler School assigns primary responsibility and authority for grading and any other evaluative comments to the instructor of record and respects the instructor's professional judgment in the area of student evaluation. In most cases, the instructor's decision is final.

However, students have the right to appeal certain grades or evaluative comments made by a faculty member. Grounds for an appeal must be based on an alleged violation of a written school policy or extenuating circumstances such as illness or family emergency.

Only grades of "C" or lower can be appealed and these may be appealed only if a grading standard was not set or not followed by the instructor.

Finally, if a student is appealing a grade for a course that is a pre-requisite for a class, he or she cannot register for or attend subsequent classes until the grade for the pre-requisite has been resolved.

Step One - Instructor:

A student who feels that a "C" or lower grade is inappropriate due to the reasons stated above has the right to appeal. To dispute a grade, a student must present a written letter of appeal to the instructor. This appeal must clearly state the basis for the appeal (including a copy of the written school policy if the basis is an alleged violation of policy), the facts the student believes support his/her claim and requested remedy.

This appeal must be filed within 30 days of the posting of the grade.

The student must also inform his/her Faculty Advisor of the concern at this time.

Faculty members are expected to meet with students who have expressed concern about grades or comments and explain the established standard and why the earned grade was recorded. If this standard has been set and followed, no further appeal is appropriate.

If the standard was not set or not followed, it is incumbent upon the instructor to do whatever is practical to resolve the issue by presenting the student with his or her rationale for the evaluation and grade.

After reviewing all materials submitted, the instructor will respond in writing within 30 days of receipt of the student's correspondence.

If the professor for the course is the Program Director or Director of Clinical Training, the appeal should be presented to the Vice President of Academic Affairs, or in Vancouver, the Campus Dean as step one. If this step does not resolve the concern, students can appeal to the President as step two in the grade appeal process. The President's decision is final.

If the professor is the Vice President, students can present their grade appeals to the President. The President's decision is final.

In Vancouver, if the professor is the Campus Dean, students can appeal to the President. The President's decision is final.

Step Two – Program Director [applicable in cases not appealable to the President]

If Step One does not resolve the concern, the student may, within ten (10) calendar days of the instructor's response, present an appeal to the Program Director, or to the Campus Dean for students attending the Vancouver campus, of the academic program in which he/she is enrolled.

Students should write a letter of appeal with the following information: name, mailing and email address, course number, title and section; semester and year taken; instructor's name, and a clear statement of the grade change requested, basis for the appeal (as noted above) and the facts that support the request.

The Program Director or Campus Dean will decide if a meeting with the student is necessary and will conduct an investigation that may include consulting the parties involved, gathering all pertinent information, and/or reviewing relevant facts.

After this investigation, the Program Director or Campus Dean will render a written decision to the student within 30 days of receipt of the appeal letter. The decision of the Program Director or Campus Dean is final and no further appeal is possible.

The result of the review will be summarized in writing by the Program Director or Campus Dean and placed in the student academic file.

If the student feels that the evaluative comment is inaccurate, misleading or in violation of the privacy or other rights of the student, the student may also insert a written statement in the record.